



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 1740.3A

PERS-6
2 June 2000

OPNAV INSTRUCTION 1740.3A

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)
Subj: COMMAND SPONSOR AND INDOCTRINATION PROGRAM
Ref: (a) SECNAVINST 1754.6
(b) DOD Instruction 1338.19 of 15 Jun 90 (NOTAL)
Encl: (1) Command Sponsor and Indoctrination Program Handbook
(2) Command Sponsor and Indoctrination Program Tool Kit

1. Purpose. To consolidate and issue revised policies regarding the Command Sponsor and Indoctrination Programs. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. OPNAVINST 1740.3 and OPNAVINST 5351.1.

3. Background. In 1970, the Chief of Naval Operations initially established the Sponsor Program to assist Navy personnel and their families transferring overseas. The program was expanded in 1989 to include all personnel transferring on Permanent Change of Station (PCS) orders. The Command Indoctrination Program established an extensive post-arrival orientation to disseminate information about a command, its history, mission and structure, and specific expectations of the servicemember. Command Sponsor and Indoctrination Programs are designed to facilitate the adaptation of the servicemember and family members to a new working and living environment, reduce some of the anxiety associated with any PCS move, and to expedite the newcomer's ability to become a productive member of the receiving command. The consolidation of these programs is a logical sequence in the development of a more efficient process to impact positively operational readiness and morale.

4. Policy. Command sponsor and indoctrination responsibilities begin upon the servicemember's receipt of orders and continue until the servicemember has become an integral member of the command and is fully cognizant of all policies, programs, services, and responsibilities. The Command Sponsor and Indoctrination Program should be tailored

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to fit the needs of the individual command. The guidance contained in enclosures (1) and

(2) provides options from which commands may select to develop, revitalize, or tailor their program specifically. References (a) and (b) detail the components of Navy's Relocation Assistance Program (RAP).

5. Action. Commanding officers and unit commanders will maintain an effective Command Sponsor and Indoctrination Program.

NORBERT R. RYAN, JR.
Deputy Chief of Naval
Operations
(Manpower and Personnel)

Distribution:
SNDL Parts 1 and 2

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**COMMAND SPONSOR AND
INDOCTRINATION PROGRAM
HANDBOOK**

Enclosure (1)

I. INTRODUCTION

Experience has taught us that first impressions are indeed lasting ones. The tone for an entire tour of duty may be established during pre-arrival communication, arrival support and assistance, and command indoctrination. It is the goal of the Command Sponsor and Indoctrination Program to facilitate a smooth transition and assimilation into the new command, to set the stage for a positive attitude at the beginning of the tour and create an atmosphere for continued success.

II. MAKING AN EFFECTIVE COMMAND SPONSOR AND INDOCTRINATION PROGRAM

Consider the following when implementing a Command Sponsor and Indoctrination Program:

a. Detaching commands play a vital role encouraging prompt communication between transferring servicemembers and their sponsors. The receiving command may be contacted via telephone, facsimile, Naval message (if deployed), or electronically through Sponsor Forum for assignment of a sponsor. Sponsor Forum is an electronic tool allowing for communication between transferring servicemembers and sponsors, and may be accessed online through the Lifelines Quality of Life Mall (QOL Mall) at www.lifelines4qol.org or NAVY ONLINE at www.navy.mil. The transferring servicemember can obtain current information on the new installation through the Standard Installation Topic Exchange Service (SITES). SITES is a Department of Defense (DOD) sponsored program database that contains worldwide relocation information on major military and associate installations and can be found online at www.dmdc.osd.mil/sites. The servicemember may also be referred to the Family Service Center (FSC) for relocation assistance services and workshops. For servicemembers transferring outside the continental United States (OCONUS), Overseasmanship Booklets and cultural awareness training, available through FSCs and online at LIFELines QOL Mall, are extremely beneficial. Limited advance notice (especially for those reporting to their first duty station) requires ingenuity and immediate responsiveness on the part of the detaching command, the receiving command, and the sponsor. When the member receives limited notice of transfer (less than 60 days from receipt of orders to date member is due to report) additional assistance from the detaching command in contacting the receiving command is strongly recommended to expedite assignment of a sponsor. The receiving command should be provided vital information via telephone, facsimile, Naval message, or the Sponsor Forum.

b. Receiving commands should recognize that the sponsorship and indoctrination of a servicemember into a new command can have profound effects on the future performance of that individual. Responding quickly to requests for assignment of sponsors by using telephone, facsimile, Naval message, or the Sponsor Forum is crucial to transferring servicemembers. Once assigned, the sponsor should initiate communication with the transferring servicemember in a timely manner (normally within 10 working days). Section III of this enclosure, "Guidelines for Sponsors," offers detailed guidance for providing pre-arrival, arrival, and post-arrival assistance. After arrival, the servicemember should be enrolled in the Command Indoctrination Program in a timely manner. A sound indoctrination program will produce a smooth assimilation into a new organization, set the stage for a positive attitude at the beginning of the tour, and create an atmosphere for continued success. Enclosure (2) provides a sample agenda for the Command Indoctrination Program. This program should be tailored by each command to ensure important local resources and issues are covered thoroughly.

c. All commands are encouraged to appoint a Command Sponsor and Indoctrination Program Coordinator to perform the following:

(1) Complete the Sponsor Forum Program Coordinator Form, which is located in the Sponsor Forum. This allows commands to request the assignment of sponsors via e-mail.

(2) Establish an internal monitoring and self-evaluation survey to ensure program effectiveness. Enclosure (2) includes a sample survey for soliciting voluntary feedback.

(3) Review completed Command Sponsor and Indoctrination Program surveys upon completion of each command indoctrination and forward them to the commanding officer via the chain of command.

(4) Liaison with the local FSC, where established, regarding utilization of relocation resources.

(5) Ensure welcome aboard letters to transferring servicemembers are prepared within 10 working days of being informed of the prospective gain.

(6) Ensure that prospective sponsors receive sponsor training. A 1-hour training lecture is available in LIFELines QOL Mall or through the local FSC.

(7) Use the resources of other organizations such as Personnel Support Activities (PSAs), Personnel Support Detachments (PSDs), FSCs, and Relocation Support Offices to support the Command Sponsor and Indoctrination Program. Responsibilities for interface with such organizations must be clearly understood to avoid delays. Use of these organizations cannot be allowed to substitute for the command's direct communication with the member.

III. CHOOSING A SPONSOR

Experience has shown that commands with highly effective sponsor programs not only take great care in the selection of sponsors, but also provide support and incentives for the sponsor. The following is a compilation of considerations that could make the difference between assigning just anyone to act as a sponsor and actively choosing the most qualified person. The assigned sponsor should

- a. Be of the same marital status as the prospective gain.
- b. Be at least E-5 for E-5 and below; and the same paygrade for E-6 or above.
- c. Whenever possible, be enrolled in the Exceptional Family Member (EFM) Program if the prospective servicemember is enrolled in the EFM Program.
- d. Have enthusiasm for meeting and helping people.
- e. Have an excellent record of sustained good performance, perseverance, and problem-solving ability.
- f. Have a positive attitude toward the Navy, the command, the local community, and the sponsor program.
- g. NOT be the person the individual is slated to relieve as the sponsor. The sponsor should remain on board the command for at least 6 months after the arrival of the incoming person to assist the newcomer.
- h. Be familiar with the command and its location or homeport.
- i. Be knowledgeable about available resources (i.e., FSC, Housing Referral Office, etc.) so that when additional information is needed, the sponsor knows where to get it.

j. Be familiar with applicable command procedures and instructions.

k. Be willing to do more than the minimum to ensure a smooth transition into the new command for the transferring servicemember.

l. Have successfully completed sponsor training.

IV. GUIDELINES FOR SPONSORS

a. Pre-Arrival

Once you have been assigned as a sponsor, consider the following:

(1) Draw upon the knowledge gained from your own experience as a newcomer.

(2) Draw upon previous experiences with the sponsor program. (If you have not found previous sponsors helpful, decide what was lacking and try to make improvements.)

(3) Ask others who have served as sponsors for suggestions or help in meeting your requirements.

(4) Contact the person you are sponsoring as soon as possible via telephone, Naval message, the online Sponsor Forum, or any other reliable means.

(5) Write a "Welcome Aboard" letter to your new shipmate and forward a copy to the Sponsor and Command Indoctrination Coordinator. Some points to include are

(a) Introduce yourself and give a warm welcome aboard.

(b) Provide the member information on how they may contact you.

(c) Find out if member's family members will accompany them (i.e., ages, mode of transportation), and estimated date and time of arrival at new duty station.

(d) Inform the member of the new mailing address to complete change of address forms.

(e) Provide any other special information that would be helpful.

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(6) Provide follow-up letters or phone calls, as necessary, in order to answer any questions the new member may have.

(7) Check on housing availability and inform the member if housing will be available upon reporting or if temporary lodging arrangements will be needed. If necessary, help the member with arrangements. Make sure the new member checks with the housing referral office prior to renting or buying a house.

(8) Confirm flight arrival time by calling the airlines (if applicable).

(9) If you and the new member are both married, ask your spouse to communicate with the new member's spouse. Children may also enjoy corresponding with other children.

(10) Act as a liaison for the new command member. If the new command member has questions you cannot answer, refer the member to the correct source.

(11) Make reservations at the Navy Lodge/local motel/hotel for arriving families or Bachelor Officer Quarters/Bachelor Enlisted Quarters (BOQ/BEQ) for single personnel, according to the member's desires.

(12) Request that the new member acknowledge receipt of materials and keep you informed of itinerary, reporting date, and special needs. Keep the Command Sponsor and Indoctrination Coordinator (if appointed) updated on any changes.

(13) Perform other duties as recommended by your command to make the relocation even more successful.

(14) Notify your command ombudsman of the new arrival.

b. Arrival

Upon the arrival of the individual consider the following:

(1) Ensure transportation (i.e., Government vehicle, Base Shuttle Service, etc.) is available from place of arrival to the command and temporary lodging, if the member requests it.

- (2) Meet the incoming individual and/or family at arrival point, if required.
- (3) Accompany the member to temporary lodging.
- (4) Assist the member in finding a place to eat.
- (5) Furnish the member/family with a base map, indicating areas of interest. Familiarize the new arrival with base facilities.
- (6) Visit the FSC to inquire about what necessities (i.e., bedding, linens, dishes, and small appliances) are available for loan while awaiting arrival of household goods.
- (7) Before departing, ensure the member has information on how to contact you.
- (8) Assist in the arrangement for temporary transportation, if required.
- (9) Assist the member in locating the exchange or commissary for immediate needs, if required.
- (10) Assist the new arrival with check-in procedures.
- (11) Introduce the member to the people in the command.
- (12) Remember the feeling and confusion that you experienced when you first arrived, and try to be as helpful to this person as you can.

c. Post-Arrival

Once the relocation has taken place, you should consider the following:

- (1) Continue to assist the member during the first few weeks or months with other needs (i.e., registering a car, moving into permanent housing).
- (2) Do everything possible to continue to help the new arrival "settle in."
- (3) Ensure new servicemember is enrolled in the Command Indoctrination Program as soon as possible.

V. AUTOMATED RESOURCES

a. Standard Installation Topic Exchange Service (SITES) is a Department of Defense (DOD) initiative to make relocation information available to transferring members of the Armed Forces. It is a web-based installation and worldwide area information database that may be accessed at www.dmdc.osd.mil/sites. It's targeted at servicemembers and their families for use prior to departure during PCS transfers. SITES provides in-depth information on approximately 300 DOD installations worldwide. Information is provided on eight major topics as follows:

(1) General information on the installation - Lists major units, commonly used telephone numbers, commissary/exchange operations, base regulations, local transportation, and "must know" items.

(2) Community - Overview of the civilian community, including area demographics, cultural events, attractions, civic organizations, shopping, religious activities, social services, and transportation.

(3) Educational Services - Listing of public, private, and Department of Defense Dependent Schools (DODDS), colleges, universities, adult continuing education, and special education facilities available.

(4) Employment Services - Information on major businesses in the area, employment demographics, professional and occupational licensing, and employment resources for full-time, part-time, and volunteer jobs.

(5) Health Services - Provides dental and medical treatment facility directories, community hospital listings, health benefits advisor/TRICARE information, and listing of health services provided.

(6) Housing - Detailed information on housing allowances, area housing demographics, government and community housing availability, and utilities.

(7) Relocation Services - Includes sub-topics with detailed information on financial preparedness, EFM Program, household goods shipments, privately owned automobile shipments, shipment of pets, temporary lodging, travel, and procedures for reporting upon arrival.

(8) Support Services - Information regarding support groups; chapel and child/youth services; FSCs; and Morale, Welfare, and Recreation (MWR) programs.

b. LIFELines Quality of Life Mall (QOL Mall) is an interactive website, which delivers traditional human services using modern technologies. Quality of life services and programs are accessible around the clock, regardless of location, via the Internet and may be accessed at www.lifelines4qol.org.

(1) The Sponsor Forum - Contains a database of Sponsor and Command Indoctrination Coordinators from participating commands. Transferring servicemembers or the Sponsor and Command Indoctrination Coordinator of the detaching command can request a sponsor by completing the Sponsor Forum On-Line Request Form. Once the sponsor has been assigned, then an electronic dialogue can begin.

(2) Sponsor Training - A 1-hour electronic course that prepares prospective sponsors to perform their duties successfully. The program registers the participant, administers a pre-test and post-test, and sends results to their command electronically. Sponsor training is also available at local FSCs and can be provided as command training.

(3) Overseasmanship Booklets - A series of brochures and folders, which can be downloaded and printed, on various topics related to OCONUS assignments. They include information about legal matters, passports, pets, absentee voting, education, shopping, medical, touring, pre-departure checklists, express shipment, international traffic signs and particular customs.

(4) Cultural Awareness Training - The focus of this 1-hour web-based, interactive training is on pre-departure/post-arrival general cultural awareness training for servicemembers and their families as they adapt to new living and working environments. Users may register for the course, take a pre-test and post-test, and send results to their command electronically. Intercultural relations training is also available from local FSCs.

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**COMMAND SPONSOR AND
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COORDINATOR'S
TOOL KIT**

Enclosure (2)

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COMMAND SPONSOR AND INDOCTRINATION PROGRAM TOOL KIT
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SAMPLE SPONSOR ASSIGNMENT MEMORANDUM

Date: _____

MEMORANDUM FOR _____

Subj: SPONSORSHIP DUTY ASSIGNMENT

Ref: (a) (Command/Unit) INST 1740.3A

Encl: (1) Copy of Welcome Aboard Letter from Commanding Officer

(2) Sponsor Checklist

(3) Sample Sponsor Letter

1. In accordance with reference (a), you have been designated as the sponsor for _____.

2. He or she is due to report to _____ no later than _____. The commanding officer/commander will be forwarding enclosure (1).

3. _____ is currently attached to _____ and is due to transfer on _____.

Mailing address: _____

4. Please write him or her a personal welcoming letter within 10 working days of receipt of this memorandum. Use enclosures (2) and (3) as a guideline and be sure to provide a copy of your letter to the Command Sponsor and Indoctrination Program Coordinator (if appointed).

5. Please offer your assistance to _____ and his or her family in any way possible. This includes your meeting him or her at _____.

6. I want to emphasize the great importance of your performance as a sponsor. You will provide _____ with his or her first impression of our command. This initial impression is crucial to the individual's long-term attitude toward this command and the Navy. I urge you to continue to express an interest in _____ until he or she has become familiar with his or her new duty assignment.

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/s/
Administrative Officer

SAMPLE SPONSOR'S LETTER FORMAT

(Letter should be informal.)

(The administrative office should provide a postage-paid envelope.)

Dear _____,

Hi, I am _____ and am delighted to be your sponsor here at _____ and will do my best to make your transition to the _____ area a pleasant one.

I am sure you are excited about your upcoming move and must have many questions and concerns about the command and the area, especially if this is your first command. I am quite familiar with this area and would be more than happy to answer your specific questions or just further explain other items of concern to you. If I don't know the answer, I'll find out and get back to you at once. Also, you may check the Standard Installation and Topics Exchange Service (SITES) website at www.dmdc.osd.mil/sites for additional information about the command. It is vitally important that you ensure a smooth and seamless transition for health care benefits by contacting _____, Health Benefits Advisor, at (C) _____ or (DSN) _____.

Upon your arrival, you will fly into _____ airport. The base is actually located in _____ a small city about 20 minutes north of the airport. I'll be there to pick you and your family up, so as soon as you can, please send me your flight information.

Since you will be arriving in the month of December, you will need to have your Blues ready. Our Blues uniform period runs from November to April. Winters here are mild, but we do have periods of cold spells in late winter.

To help us assess your needs and to verify that you have received this letter, please contact the Command Sponsor and Indoctrination Coordinator or myself promptly.

My work mailing address is

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My work telephone number is (Comm) _____,
(DSN) _____, or (E-Mail) at _____. Should
you desire, my home telephone number is _____. I
may be contacted at home between (____ hours) and (____ hours)
(use 24-hour clock and time zone information).

Again, let me welcome you aboard _____, and if
there is any way I can be of further service to you, please
contact me.

Sincerely,

/s/
Sponsor's Signature

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SAMPLE WELCOME ABOARD LETTER FROM COMMANDING OFFICER

Date:

Dear _____,

Welcome aboard! I am pleased to learn of your orders to _____ located onboard _____ in _____, just north of _____. You will be assigned to the _____ Department as the _____ in the _____ (Branch/Division) located in building _____, room _____.

The _____ Department is responsible for policy and implementation of many "people" programs in the Navy and consists of several special assistants and six divisions, which are supported by a staff of over 300 people. These responsibilities include Personal Excellence and Partnerships; Physical Readiness; Navy Drug and Alcohol programs; Equal Opportunity; Casualty Assistance and Retired Affairs; the Navy Music Program; Morale, Welfare and Recreational Services; and Personal, Family and Community Support. As you can see, we cover a wide variety of programs which affect virtually all Sailors at sometime during their careers. I know you will find your tour in the _____ Department to be challenging, informative, and rewarding.

Your sponsor is _____. Please let him or her know when you will be reporting aboard. He or she will also be able to answer any questions you may have about living and working in the _____ area. He or she may be reached at (DSN) _____ or (COMM) _____.

Again, welcome aboard! I am very pleased that you are joining our team and I look forward to seeing you soon.

Sincerely,

/s/
Captain, U.S. Navy
Commanding Officer

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SAMPLE WELCOME ABOARD LETTER TO MEMBER'S SPOUSE

Date:

Dear Mr./Mrs. _____,

I would like you to know that we on the _____ are most pleased to have your spouse, Petty Officer _____, as a member of the crew. He or she is joining an exceptional crew that operates and maintains _____ with skill and great pride in their accomplishments. I look forward to working with your spouse and have every confidence that he or she will become a valuable member of the _____ team.

_____ is one of our Navy's finest ships. It has been built and overhauled to the most exacting engineering and safety standards which modern technology can develop. The task of operating and maintaining her is a demanding one, and one in which the talents and efforts of your spouse are truly needed. Each person on board is important to this effort and is provided the instruction and training needed to learn his or her job quickly and shoulder their particular responsibilities. In turn, I expect each crewmember to work, to learn his or her job, to develop his or her talents, and to conduct themselves responsibly, both on and off the ship.

Having been in the Navy for 18 years, I think I realize how much you (and your children) mean to your spouse and what it means to you when he or she is at sea. I cannot change the fact that _____ will go to sea, but I would like you to know that I appreciate the support you give your spouse and fully recognize that he or she can not give his or her best to his or her job without that support. The job your spouse is doing is clearly recognized as important by every responsible authority in our nation's government and it is a job of service, which you can look upon with great pride. I look with equal pride on the wonderful service given by the Navy spouse.

I encourage you to join in the many Navy activities available to you and hope you have met members of the Dependents Assistance Team, or will in the near future. I am sure you will make new friends among the staff, and their friendship will enrich the lives of you and your spouse.

If he or she should need my help or advice, my door is always open. Additionally, if you should have the need to

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communicate with me concerning your spouse, please feel free to write at the above address or to call me or my Executive Officer (_____). Should the ship be at sea and an emergency arise which requires you to communicate with me or your spouse, you can contact _____ and he or she will arrange for communication between you and the appropriate party. Our command Ombudsman is _____, and he or she can be reached at _____. To ensure a smooth and seamless transition for your family's health care, please remind your servicemember to contact _____, Health Benefits Advisor, at (C) _____ or (DSN) _____ for continued TRICARE enrollment.

I will keep your spouse advised of the unit's operating schedule so he or she can pass the information on to you. The ship's schedule should not be discussed outside the family. I appreciate the necessity of your knowing when your spouse will be away and when he or she will return. If the unit's schedule should be changed when we are at sea, you will be notified of the change by a member of the Dependent Assistance Team as soon as the information can be made available to you.

I am enclosing a pamphlet which will give you a brief description of the ship. I look forward to meeting you and am pleased to have you both aboard.

Sincerely,

/s/
Captain, U.S. Navy
Commanding Officer

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**SAMPLE COMMAND SPONSOR AND INDOCTRINATION PROGRAM SURVEY
FORMAT**

Your help is requested in evaluating the effectiveness of our sponsor and indoctrination program. We ask that you voluntarily complete this questionnaire based on your experience with your recent PCS transfer. Leave name spaces blank if you desire to remain anonymous. The information you provide will be combined with the responses of others and will be confidential. Completion of this survey is entirely voluntary. There is no penalty for not providing the requested information except the lack of representation of your views in the final results and outcomes.

LAST NAME: _____ FIRST NAME _____ MIDDLE INITIAL

RANK/RATE: _____ DEPARTMENT:

1. Were you informed of the sponsor program and its benefits by your former command prior to transfer? ☐ Yes
☐ No
2. Did you receive advance activity information from this command? ☐ Yes ☐
No
3. If yes, was the information adequate to inform you about this command? ☐ Yes
☐ No
4. If yes, was the information adequate to inform you about this area? ☐ Yes
☐ No
5. If yes, was the information received in time to permit adequate advance planning? ☐ Yes ☐
No
6. If yes, what additional information would have made your transfer and relocation easier?
7. Were you assigned a sponsor? ☐ Yes ☐
No
8. Who is your sponsor?_____.

9. Did your sponsor contact you prior to your departure from your previous command? ☐ Yes ☐ No

10. Did your sponsor meet you upon your arrival? ☐ Yes ☐ No

11. Was your sponsor knowledgeable about this command and the local community and able to answer your questions? ☐ Yes ☐ No

12. When did you receive your orders? _____.

13. When did you transfer from your last command?
_____.

14. Did you attend a school(s) or take leave in transit to this command? ☐ Yes
☐ No List dates: _____

15. Did your previous command inform you of the resources available to you at your nearest Family Service Center (FSC)? ☐ Yes ☐ No

16. How many days were you on board before attending the Command Indoctrination Program? _____

17. Please list topics that you would like to see covered in the Command Indoctrination Program. _____.

18. Overall, were you satisfied with this command's Sponsor and Indoctrination Program? ☐ Yes
☐ No

19. Please list any suggestions you have for improving this command's Sponsor and Indoctrination Program. _____.

(THIS SURVEY WILL BE RETURNED TO THE COMMAND SPONSOR AND INDOCTRINATION PROGRAM COORDINATOR WHO WILL REPORT TO THE COMMANDING OFFICER)

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**SAMPLE MEMORANDUM FROM A PSA/PSD/SHIP'S OFFICE TO A RECEIVING
COMMAND**

Date: _____

MEMORANDUM

From: Officer in Charge, PSD Anacostia, Bldg. 193, 2701 South
Capitol Street, Washington, D.C. 20374-1930
To: Commanding Officer, USS ABRAHAM LINCOLN (CVN 72),
FPO AP 96612-2872

Subj: TRANSFER ICO HN JOHN L. SMITH, USN(R), 123-45-6789

Ref: (a) Navy Personnel Command orders dated _____
(b) OPNAVINST 1740.3A

1. Per reference (a), subject named member (SNM) is inbound
to your command with a report not later than date of
_____.

2. The following information pertains:

Rank:
Age:
Marital Status:
If accompanied, number of dependents:
Address:
Home/work phone number:

3. Recommend you assign a sponsor for SNM as soon as possible
per reference (b).

J. L. JONES

SAMPLE AGENDA FOR COMMAND INDOCTRINATION PROGRAM

1. The following items are recommended actions and subjects that may be addressed. As soon as possible and practicable upon reporting have new command members commence the formal indoctrination procedure, which at a minimum may include

a. Commanding Officer's welcome, discussion of personal philosophy rules for success, and his or her office location.

b. Executive Officer's welcome, discussion of chain of command, command policies, routines, regulations, and office location.

c. Command Master Chief's (CMC) welcome, discussion of CMC's function, the professional development board, grievance procedures, and office location.

d. Command Career Counselor's (CCC) welcome, discussion of CCC's programs, and office location.

e. Appropriately qualified personnel may address the following subjects:

(1) History and mission of the command.

(2) Unit operating schedule/daily routine.

(3) Request mast procedure.

(4) Navy Right Spirit Campaign.

(5) Command Managed Equal Opportunity (CMEO), including grievance procedures and identification of the Equal Opportunity Program Supervisor (EOPS).

(6) Operation security (OPSEC) and shipboard/command-wide security.

(7) Standards of Conduct.

(8) Attire and grooming.

(9) Training and education services.

(10) Physical Readiness Training (PRT), command testing cycle, PRT Coordinator name and location.

(11) Recreation services.

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(12) Off-limit establishments.

(13) Personnel and disbursing services.

(14) Medical and dental services (ensure that TRICARE information is provided including location and telephone number of nearest TRICARE service center and location and telephone number of the Health Benefits Advisor).

(15) Chaplain Services.

(16) Family Service Centers.

(17) Vehicle registration.

(18) Ombudsman Program.

(19) Command layout and tour.

f. Within the first 90 days provide information on the availability of

(1) Navy Rights and Responsibilities Training (NR&R).

(2) Suicide awareness.

(3) Cardiopulmonary Resuscitation (CPR) training.

(4) Legal briefing.

(5) Navy Campus information.

(6) Navy Relief.

(7) Voter registration.

(8) Personal Financial Management (PFM).